Understanding the FMR (CBA)

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What is a CBA Account?

- CBA stands for Centrally Billed Account
- Centrally Billed Accounts are paid by the government, not the individual
- Used DoD wide for all air, rail, and bus travel costs
- The Commercial Travel Office charges all air, rail, and bus costs to the Centrally Billed Accounts of your command/agency

SATO is the DoN's contracted Commercial Travel Office

Types of CBA Accounts

- NAVPTO accounts
- Command CBA accounts
- Unit Cards

NAVPTO Role in Transportation

The Mission of a Navy Passenger Transportation Office is to ensure that reliable and cost effective commercial transportation is provided to all official DOD funded travelers.

16 NAVPTOs Worldwide

Bangor, WA
Corpus Christi, TX
Charleston, SC
Great Lakes, IL
Jacksonville, FL
New Orleans, LA
New London, CT
Norfolk, VA
Pensacola, FL
Port Hueneme, CA
San Diego, CA
Washington, DC
Honolulu, HI
Guam
Naples, Italy
Yokosuka, Japan

NAVPTO Services Provided

- Arrange reservations and ticketing for official travel
- Coordinate movement of groups of personnel
- Evaluate orders, develop itineraries
- Process passenger reservation requests
- Provide official passport and visa application services

NAVPTO Services Provided

- Provide official transportation services worldwide for all Navy-sponsored travel
- Provide advice regarding travel eligibility and guidance on travel arrangements

NAVPTO CBA Accounts

- Contain charges by travelers from many different commands/agencies
- NAVPTO reconciles monthly invoices
- Transportation Officer certifies invoice for payment
- No plastic card is issued – only account numbers

econciling the monthly invoice is difficult due to many command using the same account

Command CBA Accounts

- Contain charges for a specific command or agency only
- Command is responsible for reconciling the monthly invoice
- NAVPTO Transportation Officer still responsible for certifying invoice for payment
- No plastic card is issued – only account numbers

Reconciling the monthly invoice is much easier when the travelers are from the same command/agency

Unit Cards

- Issued to commands/agencies that require group travel to meet mission requirements.
- Example is The Navy Band
- Can be used for transportation costs (air, rail, bus) as well as hotel and rental car charges
- Plastic cards are issued

Unit Cards will not be issued to compensate for IBA proble

Number of NAVY CBA Accounts

As of 12/31/03:

- **NAVPTOs** 156 Accounts
- **Command CBAs** 112 Accounts
- **Unit Cards** 70 Accounts

CBA/IBA Charge Volume Comparison

- CBA Monthly Average $31 million
- IBA Monthly Average $41 million

These figures are approximates based on GSA CFO report

The CBA Ticket Process

- CTO (SATO) creates ticket for traveler upon receiving travel orders
- CTO places cost of ticket on command's/ agency's CBA account (VISA). This charge shows up on the monthly BoA statement
- CTO keeps electronic files of all charges on all CBA accounts for the month

The CBA Ticket Process

Ticket Issued at SATO

VISA Account Charged

To BoA Electronic File

SATO's Electronic File

CBA Reconciliation Process

- Bank of America sends electronic file (with VISA charges) to SATO within a few days after account's cycle date
- SATO electronically compares their charges with the bank's charges

CBA Reconciliation Process

Ticket Issued at SATO

VISA Account Charged

To BoA Electronic File

SATO's Electronic File

At cycle date, BoA sends file to SATO for reconciliation

CBA Reconciliation Process

- Any transaction that does not match shows up on the “Unmatched Report” for the NAVPTO/Command
- SATO electronically sends their file and reports to the NAVPTO/command for reconciliation and certification

CBA Payment Process

- NAVPTO certifies reconciled invoice and sends the electronic file back to SATO
- SATO closes file and sends to the Designated Payment Office (DPO) for payment

CBA Role of DON eBusiness Operations Office

- Past Due/Delinquency management
- Customer Service:
  - Account dispute resolution
  - New account set-up
  - EAGLS access/information management
  - Create/disseminate data reports to help with management of past due accounts
  - Work with FMO, SATO, and BoA to ensure accounts are paid timely
  - Liaison with NAVPTOs and Account Managers

Obstacles to Eliminating Past Due Accounts

- Late obligation of funds by commands
- Typos when entering accounting data
  - Information is entered multiple times manually
- Unresolved billing disputes creates past due balance
- Government One Pay system – one incorrect transaction will suspend an invoice with 999 correct transactions
- Unauthorized charges to CBA accounts

DTS may alleviate many of these issues

Travel Reminder

Once a ticket is issued by the CTO, any changes that ADD additional costs to the airfare MUST NOT be placed on the same CBA account.

Navy policy requires that the traveler use their IBA card, a personal credit card, or cash for the increase.

Financial Management Regulation (FMR) Revisions

- Amends FMR Volume 9, Chapter 3 (DoD Travel Card Policy and Procedures).
- Directs implementation of DoD Policy and Procedures contained in Volume 5, Chapter 33 (Disbursing Policy and Procedures) as it pertains to Accountable Officials and Certifying Officers.

Specific Guidelines
Volume 9, Chapter 3

- Two categories of officials shall be appointed by the Component Heads:
  - Certifying Officials
  - Accountable Officials
    - Authorizing Officials (AO)
    - CBA APCs (Account Managers)
    - Unit Card Cardholders
- Officials shall be designated in writing.

Specific Guidelines
Volume 9, Chapter 3

- The Certifying and Authorizing Officials shall be identified to the CPM and the designated payment office.
- AOs, CBA APCs, and Unit Card cardholders shall be identified to the CPM and the contracting bank.
- Component Heads shall direct the development of Operating Procedures.

Specific Guidelines
Volume 9, Chapter 3

CBA APC RESPONSIBILITIES

- Monitoring ticket issuance by CTO
- Receiving & reconciling bank invoice to travel orders and ticket itineraries
- Disputing unrecognized charges
- Submitting reconciled, documented, and signed payment package to approving official

Specific Guidelines
Volume 5, Chapter 33

CBA ACCOUNTABLE OFFICIALS SHALL INCLUDE:

- Component Program Manager (eBUSOPSOFF)
- Certifying Officials
- Authorizing Officials
- CBA APCs
- CBA Unit Card Cardholders
- Fund Holders & Information System Admin.

Specific Guidelines
Volume 5, Chapter 33,

- The following documents must be retained for the statutory 6 years and 3 months:
  - Travel Orders
  - Ticket / Itinerary or paper receipts
  - Bank Invoices
  - Dispute forms
  - Certification statements
  - Any document that adds audit value

Specific Guidelines
Volume 5, Chapter 33

Examples:

a. Reconciliation spreadsheets

b. Justification for premium travel

c. Authorizations for ATM Cash obtained from CPM